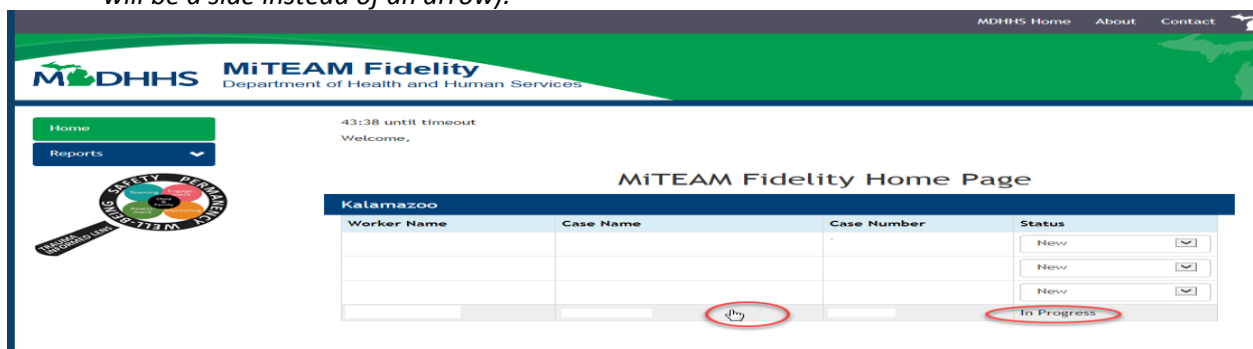


Supervisor: Entering Data in the MiTEAM Fidelity Web Application

It is recommended that the paper version of the tool be used to compile data while it is being collected. Compiled data must then be entered into the MiTEAM Fidelity Web Application. Data not entered in the MiTEAM Fidelity Web Application will not be included in MiTEAM Fidelity Data Reports generated by the MiTEAM Fidelity Web Application.

Entering data on any/all case(s):

1. Click on “DHHS-CSA MiTEAM Fidelity Web Application” link from your MiLOGIN Home Page.
2. Your MiTEAM Fidelity Home Page will appear.
3. If not already completed, “Accept” the case. (See “Supervisor: Accepting or Rejecting a Case” Job Aid for additional information).
4. MiTEAM Home Page will re-load.
5. Accepted Case will show as “In Progress.”
6. Click anywhere on the row of an “In Progress” case to enter data specific to that case. (hover your cursor over the row. The row that you are selecting will be highlighted grey and the cursor will be a side instead of an arrow).

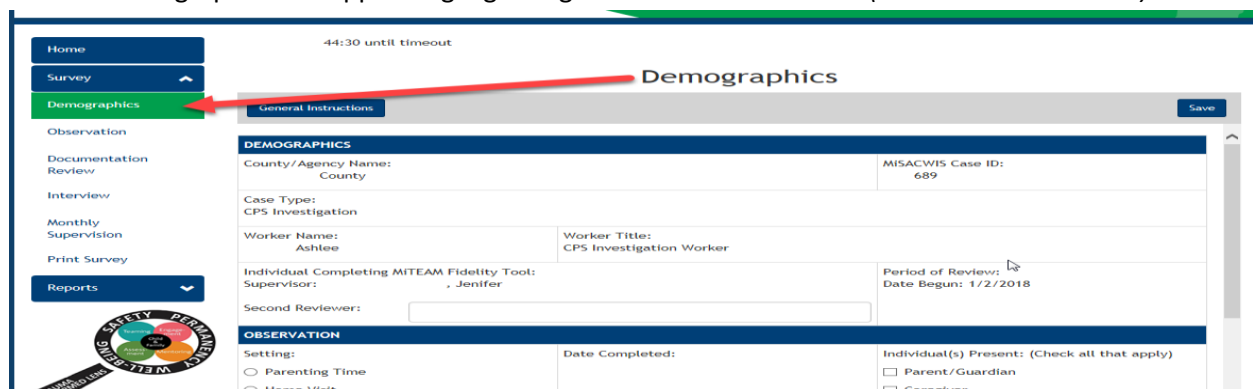


7. Survey Page will appear in the options on the left-side navigation link and Demographics Section of the selected case will appear on your screen.

Entering Demographics data:

From Supervisor Survey Page:

1. Click on the “Demographics” in the navigation menu on the left side of the screen.
2. Demographics will appear highlighted green when it is selected. (See screenshot below.)



NOTE: Some Demographics data will be pre-filled based on information that the MiTEAM Fidelity Web Application received from MiSACWIS. This will include names, program type, case ID, and more.

3. Click on the box where you want to enter data.
4. Select appropriate circles in each box and/or type data into the box using your keyboard.
5. Click "Save" in the upper right side of the Menu Bar. (See "Supervisor: Saving Data in the MiTEAM Fidelity Web Application" Job Aid for additional information).
6. Repeat instructions #3-5 until all Demographics information is entered for the identified case.
7. Demographics will have a green check mark in the left-side navigation menu next to it when all demographics data has been entered. Message will appear after saving to let you know that section is both saved and complete. (See screenshot below.)

Entering Observation, Documentation, Interview and Supervision data:

From Supervisor Survey Page:

1. Click on the section you want to enter data for in left-side navigation menu.
2. Section will appear highlighted green when it is selected. (See screenshot below).

3. Select the appropriate answer circle (“Yes”, “No”, or “N/A”) for each fidelity indicator.
NOTE: “N/A” selections should be rare. Fidelity indicators were intended to apply in most child welfare interactions, regardless of case type or status.
4. Click “Save” in the upper right side of the Menu Bar. (See “Supervisor: Saving Data in the MiTEAM Fidelity Web Application” Job Aid for more information)
5. Repeat instruction #3-4 until you have selected an answer for every fidelity indicator in that section.
6. A check mark will appear next to the section name in the left-side navigation menu when data for all fidelity indicators in that section has been entered.

The screenshot shows the MiTEAM Fidelity web application interface. The left navigation menu has a green checkmark next to 'Observation', which is circled in red. A red arrow points from this menu item to the 'Observation' section header. A green banner at the top of the main content area says 'Section saved and complete.' with a close button. Below this, a table shows data for 'KCA' with a list of indicators and their status.

KCA	1. Treats individual(s) with respect; demonstrated by 2 or more of the following:
1, 29	<ul style="list-style-type: none"> • Greets individual(s) by name. • Demonstrates appropriate body language (including eye contact). • Uses appropriate verbal tone. • Discusses worker and individual(s) roles and responsibilities. • Defines purpose of the interaction with individual(s). • Plans sufficient time to meet with individual(s), with awareness of individual(s)'s other commitments.

Important Notes about Entering Data:

- Entering MiTEAM Fidelity Tool data is estimated to take approximately 5-10 minutes total.
- Data cannot be entered into the system after 11:59PM on the last day of the quarter.
- At 12:00AM on the first day of the next quarter, the MiTEAM Fidelity Web Application will select the next random sample of the cases and access to the previous quarter’s cases will not be available.
- Data that is not entered will not be included in totals or percentages in the MiTEAM Fidelity Data Reports generated by the MiTEAM Fidelity Web Application.
- Data must be entered for regional and statewide trends to be representative of actual practice. Trends will guide decision-making and development of interventions for practice improvement.
- Data collected on paper versions of the MiTEAM Fidelity Tool can be manually collected, compiled and incorporated into local data analysis if the data is not entered on time. However, regional and statewide data analysis will be unable to incorporate this data.